

FILING AND RETENTION SCHEDULE

Aviation Division

Schedule No. 647-11

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

AVIATION DIVISION

AVN

- |      |                                |   |
|------|--------------------------------|---|
| 1100 | Pilot Logs                     | Unnumbered forms arranged alphabetically by name of pilot, showing daily flights by aircraft number, type, model, route and related information. Each form shows one month accumulation.<br><br>Aviation Division retain for six years, then destroy. Aviation sections retain for one year, then destroy.                  |
| 1101 | Pilot License File             | Contains a reproduced copy of licenses of pilots assigned to the Aviation Division.<br><br>Retain for three years after resignation, retirement or death, then destroy.   |
| 1102 | Flight Request File            | Contains copies of requests for aircraft assistance. Such requests might be for transporting prisoners or dignitaries, photographic missions, static demonstrations or executive security.<br><br>Aviation Division retain for three years, then destroy. Aviation sections retain for one year, then destroy.              |
| 1103 | Aircraft Logs                  | Unnumbered forms arranged numerically by aircraft number, showing the daily activity of each aircraft by minutes and by crew. Information collected on this form is used to compute cumulative engine hours.<br><br>Retain for six years, then destroy.   |
| 1104 | Medical Equipment Return Files | Contains unnumbered forms used to account for medical equipment used while transporting patients. Forms show to whom the equipment belongs, date it was received and returned, and receiving authority.<br><br>Aviation Division retain for three years, then destroy. Aviation sections retain for one year, then destroy. |
| 1105 | Daily Patrol File              | Contains copies of Aviation Form #45 showing patrol supervisors, maintenance crews, pilots and other required personnel who are scheduled to perform night, early or late patrol duties in the Baltimore, Washington, Frederick, or Salisbury areas. The form also shows information relating to special operations.        |

AVN

Aviation Division retain for three years, then destroy. Aviation sections retain for one year, then destroy.

1106      Daily Operations  
            Report File

Contains copies of unnumbered forms used to collect daily statistical data relating to the activities of all sections of the Division.

Aviation Division retain for three years, then destroy. Aviation sections retain for one year, then destroy.

1107      Monthly Patrol  
            Summary File

Consists of folders arranged by month, containing various forms, correspondence, clippings, teletypes, hospital patient lists and related data which summarize the monthly activities of each section.

Retain for four years, then destroy.

1108      Pilot Physical Files

Consists of numerically arranged folders which contain copies of the reverse side of the pilots license showing results of the required annual physical and other data relating to the pilots physical condition.

Retain while pilot remains on flight status with the Maryland State Police, then forward to Medical Division for purge with official medical records.